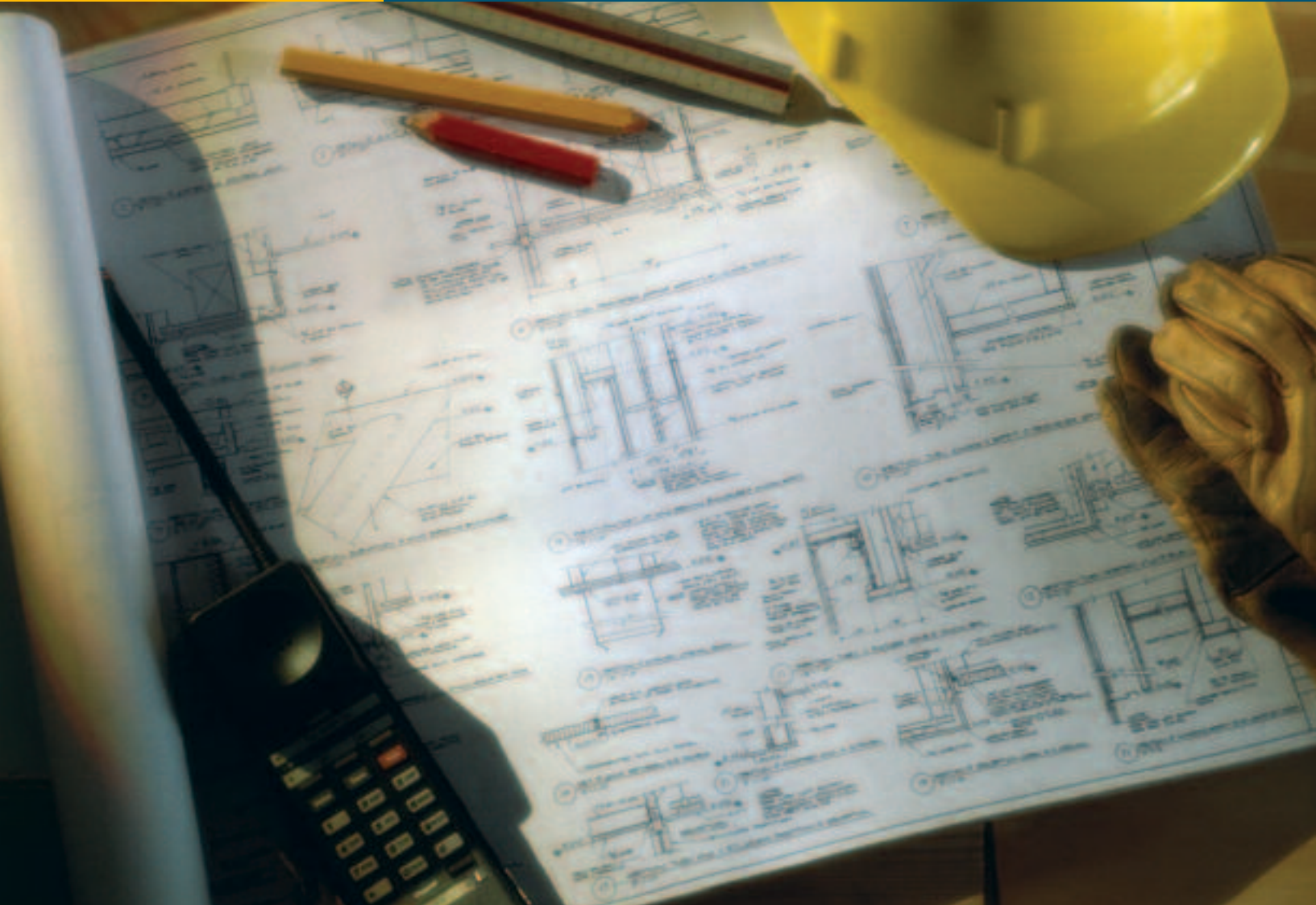


GENERAL MANAGER FOR PUBLIC WORKS

(Director of Public Works/Department Head)



The City of Scottsdale invites your interest in leading the Public Works Department. We have a unique opportunity for an accomplished, highly skilled and talented leader to assume the role of Department Head and oversee the operation and maintenance of all functions of the Public Works Department. This includes Capital Improvement Projects/City Engineering Management, Solid Waste Management, Street Maintenance, Fleet Maintenance, and Stormwater Management. This exciting and challenging position reports directly to an Assistant City Manager and is responsible for managing and directing all aspects of the divisions within Public Works and providing maximum services at a reasonable cost to the citizens of Scottsdale.



THE COMMUNITY

Scottsdale, Arizona is renowned as one of the most livable cities in the country and widely recognized as an outstanding community in which to live, work and raise a family. It is also a community of remarkable contrasts. Famous as a resort destination, nestled in the splendor of the Sonoran Desert, it is also a working city that draws employees from around the Phoenix metro area and is home to several corporations and businesses. It combines a casual southwestern style with a sophisticated arts community.

Scottsdale remained a small town from its founding in 1888 until it was incorporated as a city in 1951. Like much of the Phoenix metropolitan area, it has seen periods of intense growth during the post-World War II years. In the 1990's Scottsdale embarked on an ambitious program to set aside a third of the city - nearly 60 of the City's 184.5 square miles - as untouched desert open space.

Growth and preservation have brought the City to a historic transition point: available land for the

type of large scale, planned community development that has characterized development since the 1970's is nearly gone. Growth is slowing and attention is now shifting to high quality infill and revitalization projects that are compatible with adjacent neighborhoods and the City Council's paramount consideration of the "quality of life" for residents and visitors.

The City's ability to manage its growth, build a sustainable economy, maintain its mature areas and fund desert preservation stems from a tradition of citizen involvement and long range planning in city government and the community.

Scottsdale's integrated strengths in quality of life, community involvement, economic development and overall citizen satisfaction are just some of the reasons that the City is regularly cited in surveys as an outstanding place to live, raise a family, conduct business and visit on business or pleasure. Please visit www.ScottsdaleAZ.gov for more information on the City of Scottsdale.

CITY GOVERNMENT

Scottsdale city government is a full-service charter municipality that operates under the Council/Manager form of government. The Mayor and six Council members comprise the elected leadership, and are responsible for appointing six Charter Officers. The City Council appoints citizen volunteers to participate on over two-dozen advisory boards and commissions. The City has established its mission to reflect the priorities of the City Council, shape the budget, and guide strategic planning and performance in all departments.

The City of Scottsdale is widely recognized as an outstanding organization with a rich tradition of innovation and excellence in public services. Citizen satisfaction with City services has ranged from 94% to 98% in annual random surveys conducted over the past five years.

The City of Scottsdale is a "values-driven organization," with 2,600 employees who take pride in delivering high quality public services. Consistent with the City Council's mission and goals, City employees have established the "Scottsdale way of doing things":

- Plan and Innovate for the Future
- Listen, Communicate and Take Action
- Be Accountable and Act with Integrity
- Respect the Individual
- Show Caring and Compassion for Others
- Collaborate as a Team
- Learn and Grow Continuously
- Focus on Quality Customer Service





CHALLENGES AND PRIORITIES

The Public Works General Manager plays a critical role in the leadership of the City and maintains a visible presence in the community.

The City of Scottsdale is currently facing several challenges and opportunities related to Public Works operations. The next General Manager can expect to participate actively in:

- Budgeting and capital improvement planning
- Administering major projects as part of the five-year \$1.28 billion CIP, including new fire stations, expanded water and wastewater treatment facilities, street and bridge improvements, new parks and libraries, and parking facilities at public buildings.
- Adopting new technologies and business management techniques to improve quality and efficiency of service. S/he will challenge and motivate employees, promote innovation and establish accountability for results.
- Planning for succession in key positions. The Department will experience attrition through retirements in the years to come necessitating the establishment of a program that

will capture the knowledge of long-tenured employees. The new General Manager will be required to ensure that all employees receive the appropriate technical training that will allow departmental personnel to function at high levels of motivation, proficiency and productivity.

- Collaborating with federal, state and regional governments is to ensure that the City is able to keep pace with necessary capital improvements.
- Addressing civil engineering service delivery impacts on the creation, improvement and protection of the commercial environment.
- Developing strategies to enhance the well-being of neighborhood residents.
- Focusing on the challenges in the maintenance divisions.

THE IDEAL CANDIDATE

The ideal candidate will be a strong leader and an excellent administrator who combines a solid foundation of technical skills with an inventive and collaborative approach to directing a complex public works organization. S/he should be both thoughtful and decisive, as the situation warrants,

and sensitive to citizen/resident concerns with regard to major construction projects as well as the impact of solid waste, street maintenance, traffic signal maintenance and other projects that affect the citizens of Scottsdale. A proven ability to create positive relationships and consensus by way of diplomacy, community outreach and open communication with the public and employees is essential to this role.

Leadership

The successful candidate will be a strong leader, mentor and communicator. S/he will be goal-oriented and be able to develop specific plans to achieve these identified goals. The candidate will have a proven track record of delivering results, building accountability for staff and creating a positive working environment, characterized by teamwork and creativity.

The new General Manager will be sensitive to environmental issues and regulations as they affect public works. A high level of energy and optimism will distinguish the superior candidate from the field of applicants. The ideal candidate has an assertive leadership style with a bias

toward action/results, as well as the proven ability to act as a catalyst in advancing programs which are pro-active in nature.

Management

The ideal candidate will be a successful public works manager and leader from a progressive, well-managed organization and will be an expert in all facets of public works administration. The new General Manager should have a history of progressive program development as well as a proven track record of implementation.

S/he will be a visionary and imaginative in nature who is open to change and new ideas, and be able to encourage and motivate a highly skilled professional staff toward achievement of collectively agreed-upon goals.

This position requires an energetic professional who is able to operate with significant independence, but also requires a willingness to accept direction and guidance from the City Manager or Assistant City Manager.

Communication

The preferred candidate must have an exceptional ability to listen and hear the diverse concerns of citizens in an

effort to facilitate consensus and make decisions that have a positive impact on the entire City. S/he will be an effective communicator with staff, citizens and residents of Scottsdale.

S/he will exhibit an open communication style and possess the willingness and ability to speak, write and listen effectively. The new General Manager will deal with personnel throughout all levels of the organization in a consistent manner. S/he will work through the departmental chain of command but still visit field operations and projects, and get acquainted with departmental employees on a first name basis.

Technical Expertise

The ideal candidate will have a demonstrated track record in civil engineering, design, and construction and maintenance principles as applied to public works projects and programs. S/he will be well versed in federal, state and local laws impacting the planning and design of public works projects.

The new General Manager will have extensive knowledge in the methods of preparing designs, plans, specifications, estimates and acquiring

ing funding for projects. Experience and knowledge in street and fleet maintenance is preferred.

Personal Traits

The successful candidate will be professional, considerate and even-tempered, bringing energy and enthusiasm to the position. S/he will have an appropriate sense of humor as well as a flexible attitude, combined with integrity and a high sense of personal and professional ethics.

S/he will demonstrate loyalty to superiors and subordinates and serve as an advocate for both City management and the Public Works Department.

The successful candidate will be a good communicator, both orally and in writing: one who can clearly translate complicated, technical public works issues and terminology into "layman's terms" and effectively represent the Department to the City Manager, City Council, and other community organizations and citizens.



EXPERIENCE & EDUCATION

A Bachelor's degree in Architecture, Civil Engineering, Public Administration or a related field. Extensive experience in construction management and maintenance of public works and facilities, and five to seven years in a senior management role are required. Registration as a Professional Engineer in the State of Arizona along with a minimum of ten years responsible public works management experience is essential. A Masters degree, with major coursework in infrastructure systems engineering or a related area, is highly desirable.

Superior strategic planning skills, fiscal and budget management, capital budget management, demonstrated communication abilities, as well as demonstrated ability to work effectively with elected officials, advisory boards, community and environmental groups is strongly preferred.

S/he must be able to demonstrate a record of creativity and innovation that will allow the City of Scottsdale to achieve its full potential as a leader in the provision of municipal services activities and services. The highest level of professional standards and unquestionable integrity must be demonstrated.



THE PUBLIC WORKS DEPARTMENT

As department head, the Public Works General Manager reports to the Assistant City Manager and oversees the following divisions: Capital Project Management, Field Services Management, Fleet Management, Solid Waste Management and Stormwater Management. The Public Works Department is a full-service department with 254 full-time and three part-time employees and a \$45 million budget.

The Public Works General Manager is assisted in the performance of administrative duties by the City Engineer, the Fleet Management Director, two Field Services Managers, the Solid Waste Management Director and the Stormwater Management Director.

Capital Project Management - This division is responsible for a Capital Improvements Plan budget exceeding \$400 million. A staff of thirty-six employees provide project management, engineering plan review and right-of-way services for the City's Capital Improvement Plan as well as Asset Management services, including acquisition and disposal of all City real property rights and leases.

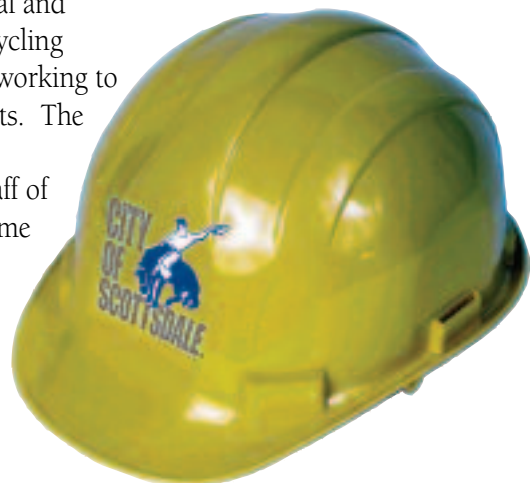
Field Services Management - This division is responsible for the care and maintenance of dedicated pavement, sidewalks, and rights of way within the City, as well as street sweeping, asphalt maintenance, shoulders and drainage, pavement management, signs and markings, and traffic signals and street lights. The two Field Services Managers are assisted by a staff of fifty-nine full-time employees.

Fleet Management - This division is responsible for providing services to the City's fleet of 945 vehicles and equipment, ranging in size from a pull-behind cement mixer to a front-loading refuse truck. The Fleet Director is assisted by a staff of fifty full-time employees.

Solid Waste Management - This division provides residential and commercial refuse and recycling services to the City, while working to manage waste disposal costs. The Solid Waste Management Director is assisted by a staff of eighty-four full and part-time employees.

Stormwater Management - This division is the newest division within the Public Works Department and is responsible for capital stormwater improvement projects and administering the City's Stormwater Management Plan. The Stormwater Management Director is assisted by a staff of three professional Stormwater Planners.

The Public Works Department is known for its innovative approach to complex engineering and public works issues, focus on customer service, and for the dedicated work of Public Works employees. The staff enjoys a collaborative and inclusive working environment with a regular inter- and intra-departmental communication.





Human Resources

7575 East Main Street
Scottsdale, AZ 85251

www.ScottsdaleAZ.gov

COMPENSATION & BENEFITS

Compensation and benefits are highly competitive and dependent upon qualifications. The City provides an attractive core benefits package.

APPLICATION & SELECTION PROCESS

To apply, please submit a cover letter with current salary, a comprehensive resume and the names of three work references to:

Teri J. Traaen, Ed.D., D.P.A.
General Manager
Human Resources
City of Scottsdale
7575 East Main Street
Scottsdale, AZ 85251
(480) 312-7679

Or e-mail to hr@ScottsdaleAZ.gov. Open until filled.

The City of Scottsdale is an Equal Opportunity Employer and values diversity at all levels of its workplace.